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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 11 APR 1958

FROM : Director of Logistics

SUBJECT: Filing Equipment

1. I have investigated the matter mentioned in your memorandum of 26 February, and wish to point out that:

a. We do not maintain stock levels of filing cabinets on the basis of color or make.

b. The shape of a cabinet is of importance in our determination of substitutions only when its use is affected, provided the cabinet is otherwise acceptable. We do not establish levels for specific shapes.

c. File cabinets are divided into general sizes (for example, cap size and letter size). I think you will agree that the letter size cabinet cannot be substituted for the cap size from the standpoint of utilization and, from a space and economy standpoint, it would not be appropriate to substitute a cap size for a letter size cabinet.

2. Prior to the date of reference, [] of your staff, recommended the cancellation of a purchase order for 22 cap size, 5 drawer cabinets with key lock. Attached is a tabulation of the cap size filing cabinets (without combination locks) in stock. It will be noted that we now have on hand eight different types, of which:

25X1

a. Two types are five drawer cabinets (one with and one without key lock), considered standard.

b. Two are four drawer types, considered obsolete.

c. Two are five drawer types, replaced by a. above, considered limited standard.

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SUBJECT: Filing Equipment

d. Two are the five drawer drop front type, which are nonstandard and for which no level has been established.

3. Our Depot Stock Control Section has been instructed to issue cabinets mentioned in paragraphs 2 b through d above in lieu of standard cabinets insofar as practicable until the supply is exhausted.

AMES A. GARRISON

25X1

Attachment:
In Stock Listing

Distribution:

- Orig & 1 - Addressee w/attach
- 1 - OL w/attach
- 1 - OL/SD w/attach
- 1 - OL/SD/SM&RS official w/attach
- 1 - D/L Hold

OL/SD/SM&RS [] cm [] (9 Apr.58)

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Note: On 16 June 1958 another tabulation of needed non-instantiated filing equipment was prepared from the Stock Status Report received from Stock Management. The report was for the month of March 1958 and listed a total of 544 pieces of equipment which could be used and substituted for those requested on the mentioned Purchase Order. The tabulation did not include any type of card filing, circulating or map equipment. The 544 figure does not include those to be turned in as a result of shelf-filing installation, some of which are listed. On Feb. 18, 1958, Medical Staff 47, Stock Status Report from which tabulation was prepared is attached for inspection.

[] 16 June 1958